



City of Santa Barbara

PROJECT STATISTICS FORMS FOR DESIGN REVIEW PROJECTS

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The attached multi-sheet project statistics forms format has been required for all Design Review applications since May 2, 2005. As of November 1st, 2005 the project statistics forms will be required to be reproduced on 18" x 24" submitted plans. The new forms are designed to standardize statistical information received regarding proposed developments. **Please be sure to check back on the City's website listed below for the latest version of the forms, as additional updates of the forms may occur.**

The forms are interactive Excel spreadsheets with "embedded formulas" to make filling out the electronic version of the form fast and easy. The electronic versions of the Project Statistics Forms are available on-line at:

<http://www.santabarbaraca.gov/Resident/Home/Forms/planning.htm>

A video regarding Design Review application procedures may be checked out. To check video availability, please call the Planning Reception Desk at (805) 564-5470 between the hours of 8:30 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m., Monday through Friday, except holidays. If you find errors in the Project Statistics Forms please call Heather Baker at 805-564-5470 x4599 or email hbaker@santabarbaraca.gov.

PROJECT STATISTICS FORM DIRECTIONS

Leave any lines which do not apply blank. Or, if you are working in an electronic version of the form, delete Excel spreadsheet lines that do not apply. Steps to fill out this form:

1. **“Residential” and/or “Commercial” Form(s).** First, always check to make sure the forms you have are up to date. If working with electronic form, first, save the Excel file to your hard-drive and open the file. Start with appropriate **“Residential”** and/or **“Commercial”** worksheet(s) (electronic version) or page(s) (if hard-copy).
 - Fill in all **existing** building information in both net and Building & Safety (gross) square footages. Choose from the lists at the bottom of this sheet for “structure type”. Circle “att.” for attached or “det.” for “detached” where indicated. For basements, note if the majority of the basement’s grade to ceiling height is over or under 5’ (see attached illustration of “grade to ceiling height”). Add up all existing building square footage to show the total.
 - Fill in all areas to be **remodeled or altered only** in gross square feet under the “Existing” area of the form. For example, the square footage of a garage to be converted to residential use would be listed here. Enter subtotal for remodel or alteration square footage (hard-copy only, electronic version is automatic).
 - Fill in all areas to be **demolished**. If no areas are to be demolished, leave this section blank. If any **changes of use** are proposed, indicate the area to be changed. Enter subtotal for these areas (hard-copy only).
 - Fill in all **addition** to existing structure and **new** structure square footage proposals. Enter subtotal (hard-copy).
 - **Total** the proposed project square footage by subtracting the subtotal demolition amount from the existing amount subtotal and adding the proposed addition and new square footage subtotal. For hard-copy version of the form, in **Building and Safety gross total only**, also add square footage of any proposed usable roof decks.
2. **General Form.** Next, fill out the **“General”** form zone, lot area, floor, unit totals, parking, maximum height, average slope, grading deck, and patio information. For the hard-copy version of the form, enter the Floor to Lot Area Ratio (FAR) per the calculation instructions on the General Form. For the hard-copy form version, also enter project summary information from Residential and/or Commercial sheets.
3. **Multi-Family Form.** If this is a “multi-family” project (3 or more units), fill out the **“Multi-Family”** form, otherwise disregard.
4. **Finishing:** Save the form and print. **Sign and date** the **“General”** form for submittal, this is required. If the page “runs over” in printing, go to File, Page Setup menu, and ensure each worksheet has “Fit page to 1 page tall by 1 page wide” selected. Include the forms on the 18” x 24” submitted plan reproductions.

Electronic Version Copy/Paste Directions:

- a. Save the form to your hard-drive under a different file name. Print a copy of the form.
- b. Delete all blank rows by selecting blank rows and non-applicable titles, holding the ALT key down and typing “E”, and then “D” and then “R” and then “Enter”.
- c. Optional: If you prefer to remove cell border formatting, select the entire form, hold the ALT key down and type “O”, and then “E” and then click on the “Borders” tab, then type “N” and then “Enter”.
- d. Referencing the printed copy, re-enter calculated sub-totals and totals, save the file to your hard-drive again, then copy and paste forms onto plans for submittal.

Structure Types

Main Buildings

Single-Family One Bedrm.

Single-Family 2 Bedrm.

Single-Family 3+ Bedrm.

Multi-Family Building

Additional (2nd Unit) One Bedrm.

Additional (2nd Unit) 2 Bedrm.

Additional (2nd Unit) 3+ Bedrm.

Accessory Unit (R-2 5-6k lot) One Bedrm.

Accessory Unit (R-2 5-6k lot) 2 Bedrm.

Secondary Unit (“Granny Unit”)

Multi-Family Building

Multi-Family Unit Types

Apartment or Condominium

Accessory Structures (habitable or non-habitable)

Artist Studio

Cabana

Gazebo

Greenhouse

Laundry or Utility Room

Detached Living Area (“detached guest room”)

Playhouse

Storage/Shed

Workshop/Hobby Room

Other: _____

Commercial Use Type Examples

office, retail, restaurant, motel,

child care center, manufacturing

DEFINITIONS OF NET & GROSS SQUARE FOOT MEASUREMENTS

(SBMC §28.87.300)

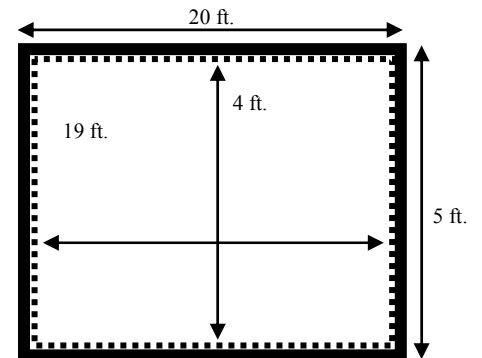
Net:

The area within the surrounding exterior walls of a building or portion thereof, measured from the inside face or exterior walls, exclusive of the area occupied by the surrounding walls, vent shafts and courts.

Gross:

The area of a structure measured from the outside line of a building, including the area occupied by the surrounding walls, exclusive of vent shafts and courts.

Example: Gross: 100 sq.ft. Net: 76 sq.ft.



Simplified plan view of a structure's exterior wall (gross) measurement and interior wall (net) measurement.

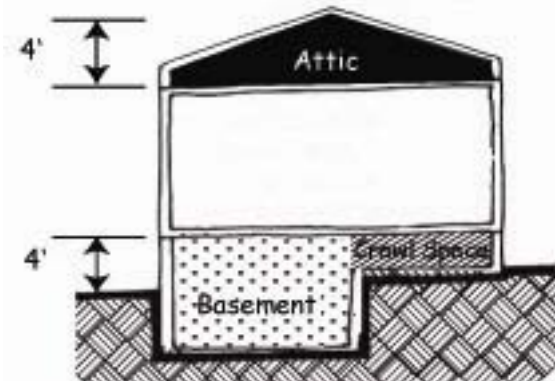
SBMC = City of Santa Barbara Municipal Code

BASEMENT/CELLAR & ATTIC CONSIDERATIONS

(SBMC §28.04.090, 28.04.140, 28.43.020.P, 28.87.150.2)

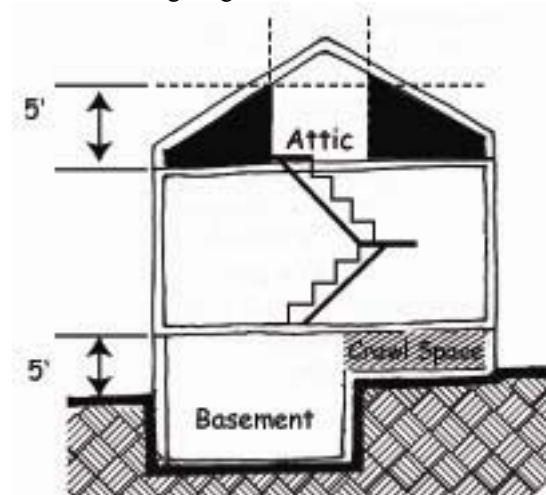
☒ Do not include attic space < 5' tall on project statistics sheet.

☐ Include floor area within this attic space on project statistics sheet because the attic floor to ceiling height \geq than 5' tall.



☒ Do not include basement in FAR calculation because grade to basement ceiling height is < 5'.

☒ Do not include crawl space on project statistics sheet because floor to ceiling height is < 5'.



☐ Include basement in FAR calculation because grade to basement ceiling height is \geq 5.

NOT TO SCALE

Areas always excluded from the calculations listed on this page:

- areas with a ceiling height 5' or less
- non-habitable accessory structures which do not require a permit
- uncovered deck, patio, lanai or terrace
- ventshafts

KEY

Included:	YES
Staff analysis:	MAYBE
Not included:	NO
Bldg. & Sfty.: Building and Safety	

Do the below types of area count in the following calculation types?	These calculations required for Project Statistics Forms			Zoning	Bldg. & Sfty.	
	Zoning Net	Bldg. & Sfty. Gross	Bldg. & Sfty. School Fees	Net for Parking Rqts.	Bldg. & Sfty. Occupant Load	min. sq. ft. light & vent reqts
areas inside the face of exterior walls	YES	YES	YES	YES	YES	YES
exterior wall thickness	NO	YES	NO	NO	NO	NO
areas with a ceiling height 5' or more	YES	YES	YES	YES	MAYBE	YES
habitable detached accessory structures (heated or air-conditioned)	YES	YES	YES	YES	YES	YES
non-habitable detached accessory structures	YES	NO	NO	YES	YES	NO
spaces not normally occupied (bathrooms, residential closets, etc.)	YES	YES	YES	YES	NO	NO
stairs counted only on one floor	YES	YES	YES	YES	YES	NO
stairs counted on each floor they occupy	NO	NO	NO	NO	NO	NO
garages/carports	YES	YES	NO	NO	NO	NO
covered loggia, deck or patio 1st floor	NO	MAYBE	NO	NO	NO	NO
covered loggia, deck or patio 2nd floor	NO	MAYBE	NO	NO	YES	NO
recreational roof deck	NO	YES	NO	NO	YES	NO
attached & covered & enclosed: solarium, sun/green room or enclosed patio not heated or air conditioned	YES	YES	NO	YES	MAYBE	YES
court (surrounded by at least three walls & open to sky)	NO	NO	NO	NO	MAYBE	NO

Revised April 25, 2005